
VILLAGE OF PORT VINCENT, LOUISIANA

REVIEW REPORT

JUNE 30, 2012

Under provisions of state law this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and where appropriate at the office of the parish clerk of court.

Release Date **MAY 22 2013**

VILLAGE OF PORT VINCENT, LOUISIANA

REVIEW REPORT

JUNE 30, 2012

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Mayor and Board of Alderman
Village of Port Vincent, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Port Vincent, Louisiana, as of and for the year then ended, June 30, 2012, which collectively comprise the Village's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Village of Port Vincent, Louisiana. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

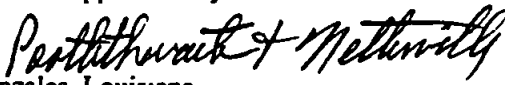
The management of the Village of Port Vincent, Louisiana is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 1 (E) to the financial statements, the Village adopted the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions for the fiscal year ended June 30, 2012. This standard reclassified the Village's funds balances into various categories but did not affect the measurement of total fund balances.

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements for them to be in conformity with accounting principles generally accepted in the United States of America. The management's discussion and analysis and budgetary comparison information on pages 2 through 7 and 27 are presented for purposes of additional analysis. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The supplemental information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but it has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and accordingly, we do not express an opinion or provide any assurance on such supplementary information.


Gonzales, Louisiana
March 5, 2013

VILLAGE OF PORT VINCENT

MANAGEMENTS DISCUSSION AND ANALYSIS

June 30, 2012

This section of Village's annual financial report presents our discussion and analysis of the Village's financial performance during the fiscal year that ended on June 30, 2012. Please read it in conjunction with the transmittal letter at the front of this report and the Village's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Village's combined total net assets equaled \$439,415 over the course of the year's operations. Net assets of our governmental activities were \$58,098 and \$381,317 in the net assets of our business-type activities.
- During the year, the Village's governmental activities expenses were \$83,881 more than the \$178,237 generated in charges for services, grants & contributions, taxes, and other revenue. In the Village's business-type activities, total revenues were \$29,588 and total expenses were \$43,388.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Village.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Village's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Village government, reporting the Village's operations in more detail than the government-wide statements.
 - The governmental funds statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.
 - Proprietary fund statements offer *short* and *long-term* financial information about the activities the government operates *like businesses*, such as water and sewer system.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Village's financial statements, including the portion of the Village's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

VILLAGE OF PORT VINCENT

MANAGEMENTS DISCUSSION AND ANALYSIS

June 30, 2012

Figure A-1 Major Features of Village's Government and Fund Financial Statements				
		Fund Statements		
	Government-wide Statements	Governmental Funds	Proprietary Funds	
Scope	Entire Village government (except fiduciary funds)	The activities of the Village that are not proprietary or fiduciary, such as police, fire, and parks	Activities the Village operates similar to private businesses. the water system	
Required financial statements	<ul style="list-style-type: none"> • Statement of net assets • Statement of activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of revenues, expenditures, and changes in fund balances 	<ul style="list-style-type: none"> • Statement of net assets • Statement of revenues, expense, and changes in net assets • Statement of cash flows 	
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payments is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid	

VILLAGE OF PORT VINCENT

MANAGEMENTS DISCUSSION AND ANALYSIS

June 30, 2012

Government-wide Statements

The government-wide statements report information about the Village as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Village's net assets and how they have changed. Net assets—the difference between the Village's assets and liabilities—is one way to measure the Village's financial health, or position.

- Over time, increases or decreases in the Village's net assets are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the Village are divided into two categories:

- Governmental activities—most of the Village's basic services are included here, such as the police department, and general administration. Fines and fees finance most of these activities.
- Business-type activities—The Village charges fees to customers to help it cover the costs of certain services it provides. The Village's water system is included here.

Fund Financial Statements

The fund financial statements provide more detailed information about the Village's most significant funds—not the Village as a whole. Funds are accounting devices that the Village uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.

The Village has two kinds of funds:

- Governmental funds—Most of the Village's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Village's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.
- Proprietary funds—Services for which the Village charges customers a fee are generally reported in proprietary funds. Proprietary funds, like the government-wide statements, provide both long- and short-term financial information.
 - In fact, the Village's enterprise funds (one type of proprietary fund) are the same as its business-type activities, but provide more detail and additional information, such as cash flows.

VILLAGE OF PORT VINCENT

MANAGEMENTS DISCUSSION AND ANALYSIS

June 30, 2012

FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE

Net assets. The Village's combined net assets were \$474,609 at the end of the fiscal year. (See Table A-1.)

**Table A-1
Village's Net Assets**

	Governmental Activities 2012	Business-Type Activities 2012
Current and other assets	\$ 66,285	\$ 144,580
Capital assets, net	136,279	237,181
Total assets	201,564	381,761
 Current liabilities	 144,466	 444
Total liabilities	144,466	444
Net assets		
Invested in capital assets, net of related debt	136,279	237,181
Unrestricted	(78,181)	144,136
Total net assets	\$ 58,098	\$ 381,761

Net assets of the Village's governmental activities were \$58,098 at year end. Net assets of the Village's business-type activities were \$381,317 at year end

VILLAGE OF PORT VINCENT

MANAGEMENTS DISCUSSION AND ANALYSIS

June 30, 2012

Changes in net assets The Village's total revenues for all programs were \$304,927 at year end (See Table A-2) Approximately 58 percent of the Village's revenue comes from fines and grants. Fees charged for services represent 10 percent, taxes and licenses make up 23 percent, and most of the rest is interest and miscellaneous revenue

The total cost of all programs and services \$402,467 The Village's expenses cover all services performed by its office

	Table A-2	
	Changes in Village's Net Assets	
	Governmental	Business-Type
	Activities	Activities
	2012	2012
Revenues		
Program revenues		
Charges for services	\$ 178,237	\$ 29,588
Grants	-	-
General revenues		
Intergovernmental	68,712	-
Miscellaneous	28,154	-
Interest	95	141
Total revenues	275,198	29,729
Expenses		
General government	160,580	43,388
Public safety	198,499	-
Streets	-	-
Interest	-	-
Total expenses	359,079	43,388
Decrease in net assets	\$ (83,881)	\$ (13,659)

Governmental Activities

Revenues for the Village's governmental activities were \$83,881 less than total expenses for year end The cost of all governmental activities this year was \$359,079

Business-type Activities

Revenues were \$29,729 and expenses were \$43,388 of the Village's business-type activities.

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS

As the Village completed the year, its governmental funds reported a combined fund balance deficit of \$78,181.

VILLAGE OF PORT VINCENT

MANAGEMENTS DISCUSSION AND ANALYSIS

June 30, 2012

General Fund Budgetary Highlights

Over the course of the year, there was an amendment made to the general fund revenues for a decrease of \$159,693.

CAPITAL ASSETS

At the end of 2012, the Village had invested approximately \$373,460 in a broad range of capital assets, including police equipment, vehicles, buildings, and water well systems. (See Table A-3)

**Table A-3
Village's Capital Assets**

	Governmental Activities 2012	Business Activities 2012
Land	\$ 10,000	\$ -
Buildings	73,778	-
Lines, meters, & Plants	-	638,835
Equipment	187,782	-
Vehicles	181,390	-
Less: Accumulated Depreciation	(316,671)	(401,654)
Total	\$ 136,279	\$ 237,181

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Village is dependent on fines and court costs for 68 percent of its revenues, grants, state appropriation and supplemental pay for 4 percent, and taxes, licenses fees, & permits for 14 percent. The economy is not expected to generate any significant growth. Therefore, the Village's expenditures are expected to be consistent with the current years.

CONTACTING THE VILLAGE'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Village's finances and to demonstrate the Village's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. David Carter, Mayor, 18235 LA Hwy 16, Port Vincent, LA 70726.

VILLAGE OF PORT VINCENT
STATEMENT OF NET ASSETS
JUNE 30, 2012

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
<u>ASSETS</u>			
Cash	\$ 56,622	\$ 140,565	\$ 197,187
Receivables	9,663	4,015	13,678
Capital assets, net of accumulated depreciation	<u>136,279</u>	<u>237,181</u>	<u>373,460</u>
TOTAL ASSETS	<u>202,564</u>	<u>381,761</u>	<u>584,325</u>
 <u>LIABILITIES</u>			
Accrued expenses	<u>144,466</u>	<u>444</u>	<u>144,910</u>
TOTAL LIABILITIES	<u>144,466</u>	<u>444</u>	<u>144,910</u>
 <u>NET ASSETS</u>			
Invested in capital assets, net of related debt	136,279	237,181	373,460
Unrestricted	<u>(78,181)</u>	<u>144,136</u>	<u>65,955</u>
TOTAL NET ASSETS	<u>\$ 58,098</u>	<u>\$ 381,317</u>	<u>\$ 439,415</u>

The accompanying notes are an integral part of this financial statement

VILLAGE OF PORT VINCENT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2012

		Program Revenues		Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Fees, Fines, and Charges for Services	Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<u>ACTIVITIES</u>						
Governmental:						
General government	\$ 160,580	\$ -	\$ -	\$ (160,580)		\$ (160,580)
Public safety	198,499	178,237	-	(20,262)		(20,262)
Streets	-	-	-	-		-
Interest	-	-	-	-		-
Total governmental activities	<u>359,079</u>	<u>178,237</u>	<u>-</u>	<u>(180,842)</u>		<u>(180,842)</u>
Business-type:						
Utility	43,388	29,588	-		(13,800)	(13,800)
Total business-type activities	<u>43,388</u>	<u>29,588</u>	<u>-</u>		<u>(13,800)</u>	<u>(13,800)</u>
Total Village of Port Vincent	<u>\$ 402,467</u>	<u>\$ 207,825</u>	<u>\$ -</u>	<u>\$ (180,842)</u>	<u>\$ (13,800)</u>	<u>\$ (194,642)</u>
General Revenues						
Intergovernmental						
Beer tax				2,466	-	2,466
Franchise taxes and permits				40,270	-	40,270
Insurance premium tax				12,101	-	12,101
Occupational licenses				13,875	-	13,875
Interest income				95	141	236
Other						
Cellular Tower Rental				17,975	-	17,975
Parish Supplemental				3,900	-	3,900
Other income				6,279	-	6,279
Total general revenues and transfers				<u>96,961</u>	<u>141</u>	<u>97,102</u>
Change in net assets				(83,881)	(13,659)	(97,540)
Net assets - July 1, 2011, as restated				<u>141,979</u>	<u>394,976</u>	<u>536,955</u>
Net assets - June 30, 2012				<u>\$ 58,098</u>	<u>\$ 381,317</u>	<u>\$ 439,415</u>

The accompanying notes are an integral part of this financial statement

VILLAGE OF PORT VINCENT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2012

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash	\$ 50,585	\$ 6,037	\$ 56,622
Receivables	-	9,663	9,663
Total assets	<u>\$ 50,585</u>	<u>\$ 15,700</u>	<u>\$ 66,285</u>
LIABILITIES			
Payroll taxes withheld	\$ 144,466	\$ -	\$ 144,466
Total liabilities	<u>144,466</u>	<u>-</u>	<u>144,466</u>
FUND BALANCE (DEFICIT)			
Restricted	-	15,700	15,700
Unassigned	(93,881)	-	(93,881)
Total fund balance (deficit)	<u>(93,881)</u>	<u>15,700</u>	<u>(78,181)</u>
Total liabilities and fund balance (deficit)	<u>\$ 50,585</u>	<u>\$ 15,700</u>	<u>\$ 66,285</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF PORT VINCENT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
JUNE 30, 2012

Total fund balance (deficit) - Governmental Funds		\$ (78,181)
Cost of capital assets at June 30, 2012	\$ 452,950	
Less accumulated depreciation as of June 30, 2012	<u>(316,671)</u>	<u>136,279</u>
Total net assets at June 30, 2012 - Governmental Activities		<u>\$ 58,098</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF PORT VINCENT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE (DEFICIT) - GOVERNMENTAL FUND TYPES
YEAR ENDED JUNE 30, 2012

	General	Capital Projects	Total Governmental Funds
REVENUE			
Fines and court fees	\$ 178,237	\$ -	\$ 178,237
Intergovernmental			
Grants	-	-	-
Beer tax	2,466	-	2,466
Franchise taxes and permits	40,270	-	40,270
Insurance premium tax	12,101	-	12,101
Occupational licenses	13,875	-	13,875
Interest income	88	7	95
Other			
Cellular Tower Rental	17,975	-	17,975
Parish Supplemental	3,900	-	3,900
Other income	6,279	-	6,279
	<u>275,191</u>	<u>7</u>	<u>275,198</u>
EXPENDITURES			
Current			
General government	159,778	802	160,580
Public Safety	170,167	-	170,167
Streets	-	-	-
Capital Outlay	-	-	-
Debt Service			
Principal	-	-	-
Interest	-	-	-
Total expenditures	<u>329,945</u>	<u>802</u>	<u>330,747</u>
Excess of Revenues over (under) expenditures	(54,754)	(795)	(55,549)
OTHER FINANCING USES			
Transfers in (out)	-	-	-
Net change in fund balance (deficit)	(54,754)	(795)	(55,549)
Fund Balance (Deficit), Beginning of Year, as restated	(39,127)	16,495	(22,632)
Fund Balance (Deficit), End of Year	<u>\$ (93,881)</u>	<u>\$ 15,700</u>	<u>\$ (78,181)</u>

The accompanying notes are an integral part of this financial statement

VILLAGE OF PORT VINCENT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE (DEFICIT) OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2012

Net change in fund balance (deficit) - Governmental funds	\$ (55,549)
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The change in net assets reported for governmental activities in the statement of activities is different because

Depreciation expense	<u>(28,332)</u>
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Change in net assets of governmental activities	<u><u>\$ (83,881)</u></u>
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The accompanying notes are an integral part of this financial statement

VILLAGE OF PORT VINCENT
STATEMENT OF NET ASSETS
PROPRIETARY FUND
JUNE 30, 2012

ASSETS

Cash	\$ 140,565
Receivables	4,015
Capital assets, net of accumulated depreciation	<u>237,181</u>
 TOTAL ASSETS	 <u>381,761</u>

LIABILITIES

Sales tax payable	<u>444</u>
 TOTAL LIABILITIES	 <u>444</u>

NET ASSETS

Invested in capital assets	237,181
Unrestricted	<u>144,136</u>
 TOTAL NET ASSETS	 <u>\$ 381,317</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF PORT VINCENT
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET ASSETS
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2012

OPERATING REVENUES

Charges for service	\$ 29,588
Total operating revenues	<u>29,588</u>

OPERATING EXPENSES

Administration	1,517
Depreciation	23,140
Maintenance	15,530
Utilities	<u>3,201</u>
Total operating expenses	<u>43,388</u>

OPERATING LOSS (13,800)

NONOPERATING REVENUES

Interest income	<u>141</u>
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Change in net assets (13,659)

Total net assets - beginning, as restated 394,976

Total net assets - ending \$ 381,317

The accompanying notes are an integral part of this financial statement

VILLAGE OF PORT VINCENT
STATEMENT OF CASH FLOWS
PROPRIETARY FUND TYPE
YEAR ENDED JUNE 30, 2012

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from customers	\$ 29,602
Payments to suppliers and employees	(20,349)
Net cash provided by operating activities	<u>9,253</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest received	141
Net cash provided by investing activities	<u>141</u>

Net increase in cash and cash equivalents	9,394
Cash and cash equivalents - July 1, 2011, as restated	131,171
Cash and cash equivalents - June 30, 2012	<u>\$ 140,565</u>

CASH FLOWS FROM OPERATING ACTIVITIES

Operating loss	\$ (13,800)
Adjustments to reconcile operating income to net cash provided by operating activities -	
Depreciation and amortization	23,140
(Increase) in accounts receivable	(101)
Increase in accrued liabilities	14
Net cash provided by operating activities	<u>\$ 9,253</u>

The accompanying notes are an integral part of this financial statement

VILLAGE OF PORT VINCENT
NOTES TO FINANCIAL STATEMENTS

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Village of Port Vincent (the Village) was incorporated May 5, 1952 under the provisions of the Lawrason Act and operates under the Mayor – Board of Alderman form of government (LA RS: 33.321-48) and provides the services set forth in its charter. The Village is governed by a mayor and three aldermen.

B Reporting Entity

As the municipal governing authority, for reporting purposes, the Village of Port Vincent, Louisiana, is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (municipality), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Village of Port Vincent, Louisiana, for financial reporting purposes. The basis criterion for including a potential component unit within the reporting entity is financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the municipality to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the municipality.
2. Organizations for which the municipality does not appoint a voting majority but are fiscally dependent on the municipality.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, no component units have been identified and, as a result, these financial statements present only financial position and results of operations of the Village of Port Vincent, Louisiana (the primary government).

VILLAGE OF PORT VINCENT
NOTES TO FINANCIAL STATEMENTS

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

C Basis of Presentation, Basis of Accounting

Government-wide Statements The statement of net assets and the statement of activities display information about the Village of Port Vincent. These statements include the financial activities of the overall government, except for fiduciary activities. These statements distinguish between the *governmental and business-type activities* of the Village. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the Village and for each function of the Village's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues

Fund Financial Statements The fund financial statements provide information about the Village's funds. Separate statements for each fund category – *governmental and proprietary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as investment earnings, result from nonexchange transactions or ancillary activities

The Village reports the following major governmental funds

- a. General Fund – The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund
- b. Capital Projects Funds – Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and agency funds)

VILLAGE OF PORT VINCENT
NOTES TO FINANCIAL STATEMENTS

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

The Village reports the following enterprise fund

Utility Fund – This fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes

D. Measurement Focus, Basis of Accounting -

Government-wide and Proprietary Fund Financial Statements The government-wide and proprietary financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Village gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Village considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Franchise taxes, licenses, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

All governmental and business-type activities and enterprise funds of the Village follow FASB Statements and Interpretations issued on or before November 30, 1989, Accounting Principles Board Opinion, and Accounting Research Bulletins, unless those pronouncements conflict with GASB pronouncements.

Transfers between funds are not expected to be repaid and are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

VILLAGE OF PORT VINCENT
NOTES TO FINANCIAL STATEMENTS

1 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

E Budgetary Policy and Accounting

Budgets and Budgetary Accounting – The Village follows these procedures in establishing the budgetary data reflected in these financial statements:

- 1) The Village's Mayor and Village Aldermen prepare a proposed budget message and budget prior to the beginning of each fiscal year.
- 2) A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- 3) A special meeting is held to conduct a public hearing to review and discuss on the proposed budget.
- 4) After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
- 5) Budgetary amendments involving the transfer of funds from one department, program, or function to another, or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Village Aldermen.
- 6) All budgetary appropriations lapse at the end of each fiscal year.
- 7) The budget for the General Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP). The budget for the Enterprise Fund is adopted under a basis consistent with GAAP, except for depreciation, amortization, and bad debts expense, which are not considered. Such amendments were not material in relation to the original appropriations.

Inventories – Inventory of supplies is immaterial in the dollar amount and all supplies are expensed when purchased.

Capital Assets – Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

VILLAGE OF PORT VINCENT
NOTES TO FINANCIAL STATEMENTS

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets are depreciated using the straight-line method over the following estimated useful lives

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Buildings	40
Building Improvements	20
Other Improvements	20-40
Vehicles	5-15
Equipment	3-15

The proprietary fund is accounted for on a cost of service or “capital maintenance” measurement focus, and all assets and all liabilities (whether current or non current) associated with its activity are included on its balance sheet

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against operations. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

	<u>Years</u>
Water distribution systems	25 years
Well site improvements	9-10 years
Furniture and office equipment	7 years

All fixed assets are stated at historical cost or estimated historical cost, if actual historical cost is not available

Accounts receivables –Accounts receivables are recorded at cost net of any allowance for doubtful accounts. The Village uses the allowance method to recognize any bad debts for utility receivables. The allowance is based on management’s estimate of uncollectible receivables as of the end of each year

Use of Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates

Cash and Cash Equivalents - Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Investments with original maturities of three months or less are cash equivalents

VILLAGE OF PORT VINCENT

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investments - The Village's governmental fund type investments consist of an investment in the Louisiana Asset Management Pool (LAMP) LAMP is a local government 2a7-like pool administered by a non-profit corporation under a State of Louisiana law which permits the LAMP investments to be carried at amortized cost instead of fair value. A 2a7-like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940

Annual and Sick Leave - The Village's annual and sick leave policy does not provide for the accumulation and vesting of leave.

Restricted Net Assets – For the government-wide statement of net assets, net assets are reported as restricted when constraints placed on net assets use either

Externally imposed by creditors (such as debt covenants), grants, contributors, laws, or regulations of other governments, or

Imposed by law through constitutional provisions or enabling legislation.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed

Fund Equity of Fund Financial Statements – Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below

Nonspendable- represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact

Restricted- represents balances where constraints have been established by parties outside the Village or imposed by law through constitutional provisions or enabling legislation.

Committed- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Village Alderman.

Assigned- represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted or committed.

Unassigned- represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund

VILLAGE OF PORT VINCENT

NOTES TO FINANCIAL STATEMENTS

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Village reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Village reduces committed amounts first, followed by assigned amounts and then unassigned amounts

2. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2012, are as follows

Governmental activities:

	<u>Land</u>	<u>Building</u>	<u>Equipment</u>	<u>Vehicles</u>	<u>Total</u>
Cost of Capital Assets June 30, 2011	\$ 10,000	\$ 73,778	\$ 187,782	\$ 181,390	\$ 452,950
Additions	-	-	-	-	-
Costs of Capital Assets, June 30, 2012	10,000	73,778	187,782	181,390	452,950
Accumulated depreciation June 30, 2011	-	21,427	132,791	134,121	288,339
Additions	-	1,844	10,289	16,199	28,332
Accumulated depreciation, June 30, 2012	-	23,271	143,080	150,320	316,671
Capital assets, net of accumulated depreciation at June 30, 2012	<u>\$ 10,000</u>	<u>\$ 50,507</u>	<u>\$ 44,702</u>	<u>\$ 31,070</u>	<u>\$ 136,279</u>

For the year ended June 30, 2012, depreciation expense was \$28,332

VILLAGE OF PORT VINCENT
NOTES TO FINANCIAL STATEMENTS

2. **CAPITAL ASSETS** (continued)

Business-Type Activities

	Lines, Meters, and plants	Equipment	Total
Cost of Capital Assets			
June 30, 2011	\$ 578,494	\$ 60,341	\$ 638,835
Additions	<u>-</u>	<u>-</u>	<u>-</u>
Costs of Capital Assets,			
June 30, 2012	<u>578,494</u>	<u>60,341</u>	<u>638,835</u>
Accumulated depreciation			
June 30, 2011	318,173	60,341	378,514
Additions	<u>23,140</u>	<u>-</u>	<u>23,140</u>
Accumulated depreciation,			
June 30, 2012	<u>341,313</u>	<u>60,341</u>	<u>401,654</u>
Capital assets, net of accumulated depreciation at			
June 30, 2012	<u>\$ 237,181</u>	<u>\$ -</u>	<u>\$ 237,181</u>

For the year ended June 30, 2012, depreciation expense was \$23,140

3 **CASH AND INVESTMENTS**

At June 30, 2012, the Village's cash and investments (book balance) consisted of the following

	Governmental Funds	Proprietary Funds	Total
Cash			
Petty cash	\$ 310	\$ 50	\$ 360
Demand deposits	<u>26,473</u>	<u>27,568</u>	<u>54,041</u>
Total cash	<u>26,783</u>	<u>27,618</u>	<u>54,401</u>
Investments			
Funds held in LAMP	<u>23,802</u>	<u>112,947</u>	<u>136,749</u>
Total cash and investments	<u>\$ 50,585</u>	<u>\$ 140,565</u>	<u>\$ 191,150</u>

VILLAGE OF PORT VINCENT

NOTES TO FINANCIAL STATEMENTS

3. CASH AND INVESTMENTS (continued)

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. The Village's bank balances were not exposed to custodial credit risk at June 30, 2012.

The Village adopted Governmental Accounting Standards Board Statement No 40, *Deposit and Investment Risk Disclosures*. As of June 30, 2012, the Village had the following investments and maturities

INVESTMENT MATURITIES (IN YEARS)

<u>Investment Type</u>	<u>Fair Value</u>	<u>Less Than 1</u>
LAMP Funds	<u>\$ 136,749</u>	<u>\$ 136,749</u>
Total Investments	<u>\$ 136,749</u>	<u>\$ 136,749</u>

Because the LAMP funds as of June 30, 2012, had a weighted average maturity of 3.5 months, it was presented as an investment with maturity of less than one year.

Interest Rate Risk

The Village's investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates

Credit Risk

State law limits investments in securities issued, or backed by the United States Treasury obligations, and U S. Government instrumentalities, which are federally sponsored. The Village has no investment policy that would further limit its investment choices. As of June 30, 2012, the Village's investment in LAMP was rated AAA by Standard & Poor's.

4 RISK MANAGEMENT

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Village has obtained liability insurance through the Louisiana Risk Management Association (LRMA). This policy includes general liability insurance as well as liability insurance for the Village Hall, the police car and the patrolman, and an errors and omissions policy on the public officials. In addition, the Village has purchased building and contents insurance on the Village Hall, comprehensive and collision insurance on the police car and worker's compensation insurance.

VILLAGE OF PORT VINCENT

NOTES TO FINANCIAL STATEMENTS

5 DEFICIT FUND BALANCE

A deficit unassigned fund balance of \$93,881 exists in the general fund. The deficit results from excess expenditures over revenues accumulated in prior years. The Village plans to reduce spending to help bring the deficit down and provide a positive fund balance for the future years.

6 PRIOR PERIOD ADJUSTMENTS

In the governmental fund financial statements, the beginning fund balance deficit for the general fund has been restated due to a correction in the cash balance and payroll liabilities.

Governmental Fund Financial Statements

	<u>General Fund</u>
Fund balance deficit, beginning of year, as previously stated	\$ 22,524
Decrease for change in prior year cash balance	13,236
Increase for change in payroll liability	3,367
Fund balance deficit, as restated	<u>\$ 39,127</u>

In the proprietary fund financial statements, the beginning fund balance for the utility fund has been restated due to a correction in the cash balance.

Proprietary (Business Type) Fund Financial Statements

	<u>Utility Fund</u>
Fund balance, beginning of year, as previously stated	\$ 393,363
Increase for change in prior year cash balance	1,613
Fund balance, as restated	<u>\$ 394,976</u>

7 PAYROLL LIABILITIES

At June 30, 2012, the Village had \$144,466 of payroll liabilities. The liability included payroll taxes due for years starting 2005 through the second quarter of 2012. Subsequent to year end, the payments for the corresponding years have been paid to the appropriate taxing authorities.

8 SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 5, 2013, the date that the financial statements were available to be issued, and determined that no additional disclosures are necessary.

VILLAGE OF PORT VINCENT
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
REVENUES			
Fines and court fees	\$ 289,473	\$ 144,780	\$ 178,237
Grants	15,000	-	-
Beer tax	3,000	3,000	2,466
Franchise taxes and permits	40,000	40,000	40,270
Insurance premium tax	18,000	18,000	12,101
Occupational licenses	16,000	16,000	13,875
Interest	200	200	88
Other.			
Cellular Tower Rental	6,420	6,420	17,975
Parish supplemental	3,600	3,600	3,900
Other income	8,000	8,000	6,279
Total revenues	<u>399,693</u>	<u>240,000</u>	<u>275,191</u>
EXPENDITURES			
Current.			
General government	241,984	241,984	159,778
Public safety	157,709	157,709	170,167
Capital Outlay	-	-	-
Total expenditures	<u>399,693</u>	<u>399,693</u>	<u>329,945</u>
Excess of expenditures (over) under revenues	-	(159,693)	(54,754)
OTHER FINANCING USES			
Transfers in (out)	-	-	-
Net change in fund balance (deficit)	-	(159,693)	(54,754)
Fund Balance (Deficit), Beginning of year	<u>(39,127)</u>	<u>(39,127)</u>	<u>(39,127)</u>
Fund Balance (Deficit), End of year	<u>\$ (39,127)</u>	<u>\$ (198,820)</u>	<u>\$ (93,881)</u>

See accompanying accountant's report.

VILLAGE OF PORT VINCENT
SCHEDULE OF PER DIEM PAID
YEAR ENDED JUNE 30, 2012

	<u>MONTHLY</u>	<u>ANNUAL</u>
Mayor, Laura Savoy	\$ 550	\$ 6,875
Johnnie Page	75	938
Scotty Martone	75	938
David Carter	75	938
		<u>\$ 9,689</u>

**VILLAGE OF PORT VINCENT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2012**

A. FINDINGS – FINANCIAL STATEMENTS

None

B. FINDINGS – COMPLIANCE

2012-02 Financial Statements

Criteria: LSA. RS24.513A(5)(a)(I) states that financial statements shall be completed within six months of the close of the entity's fiscal year.

Condition: The Village did not submit financial statements within six months of the close of the entity's fiscal year.

Cause: The Village did not designate a responsible person to ensure that the accounting functions were being performed on a timely basis.

Effect: The Village is in violation of Louisiana Revised Statute 24:513.

Recommendation: The Village should designate a responsible person to ensure financial statements are completed within six months of the fiscal year end

Management's Response: The Village has hired an experienced employee to assist with the reconciliations of the accounting records and general ledger to ensure that the financial statements are submitted timely

**VILLAGE OF PORT VINCENT
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED JUNE 30, 2011**

A. FINDINGS – FINANCIAL STATEMENTS

2011-01 Internal Controls

Finding: During our review procedures we noted that the payroll liability accounts were not reconciled, adjusted, and paid to the IRS or Department of Revenue on a regular basis.

Actions taken: The Village has consulted with a CPA firm to assist with the reconciling, recording, and payments of the quarterly payroll taxes

Status: As of December 31, 2012, all payroll tax liabilities have been recorded and paid to the IRS and Louisiana Department of Revenue.

B. FINDINGS – COMPLIANCE

2011-02 Financial Statements

Finding: The Village did not submit financial statements within six months of the close of the entity's fiscal year.

Action taken: The Village has consulted with a CPA firm to assist with the reconciliations of the accounting records and general ledger to ensure that the financial statements are submitted timely

Status: A similar finding was noted in the current year.

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

The Honorable Mayor
And Members of the Board of Aldermen
Village of Port Vincent, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Village of Port Vincent, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Port Vincent, Louisiana's compliance with certain laws and regulations during the year ended June 30, 2012, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of Governmental Auditing Standards. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law:

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year exceeding \$30,000.

Code of Ethics for Public Officials and Public Employees:

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interest of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the list obtained from management in agreed-upon procedures (3) were also included on the list obtained from management in agreed-upon procedures (2) as immediate family members.

None were included.

Budgeting

- 5 Obtain a copy of the legally adopted budget and all amendments

Management provided us with a copy of the original and amended budgets

- 6 Trace the budget adoption and amendments to the minute book

We were able to trace the adoption of the original budget to the minutes of a meeting held on June 7, 2011 which indicated that the budget had been adopted by the aldermen of the Village of Port Vincent. One amendment was made to the general fund budget during the year. We were able to trace to the adoption of the amended budget to the minutes of a meeting held on June 5, 2012 which indicated that the amended budget had been adopted by the alderman of the Village of Port Vincent.

- 7 Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or if actual expenditures exceed budgeted amounts by more than 5%.

Actual revenues were more than budgeted amounts. Actual expenditures were less than budgeted amounts. Expenditures did not exceed budgeted amounts by more than 5%.

Accounting and Reporting:

- 8 Randomly select 6 disbursements made during the period under examination and

- (a) trace payments to supporting documentation as to proper amount and payee,

We examined supporting documentation for each of the six selected disbursements and found that payment was for proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account, and

All six of the payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities

Inspection of the documentation supporting each of the six selected disbursements indicated proper approval.

Meeting:

- 9 Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised by LSA-RS 42.1 through 42.12 (the open meetings law)

The Village properly complied with the requirements of the open meetings law.

Debt:

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

Inspection of all bank deposit slips for the period under examination showed that none of the deposits appear to be proceeds of bank loans, bonds, or like indebtedness

Advances and Bonuses:

- 11 Examine payroll records and minutes for the year to determine whether any payments have been made to employees who may constitute bonuses, advances, or gifts.

No payments to employees appear to be bonuses, advances, or gifts.

Prior Comments and Recommendations:

Our prior year report, dated January 21, 2013, included two comments or unresolved matters. These findings and management responses are noted in the Schedule of Prior Year Findings

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of any opinion on management's assertion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you

This report is intended solely for the use of management of the Village of Port Vincent, Louisiana and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24.513, this report is distributed by the Legislative Auditor as a public document



Gonzales, Louisiana
March 5, 2013

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

_____ (Date Transmitted)

Village of Port Vincent
18235 Highway 16
Port Vincent, LA 70726
Postlethwaite & Netterville

(Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute (R S) 24 513 and the Louisiana Governmental Audit Guide, we make the following representations to you We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations We have evaluated our compliance with the following laws and regulations prior to making these representations

These representations are based on the information available to us as of (date of completion/representations)

Public Bid Law

It is true that we have complied with the public bid law, R S Title 38 2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office

Yes ☒ No ☐

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R S 42 1101-1124

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R S 42 1119

Yes ☒ No ☐

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R S 39 1301-15), R S 39 33, or the budget requirements of R S 39 1331-1342, as applicable

Yes ☒ No ☐

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R S 44 1, 44 7, 44 31, and 44 36

Yes ☒ No ☐

We have filed our annual financial statements in accordance with R S 24 514, and 33 463 where applicable

Yes ☐ No ☒

We have had our financial statements reviewed in accordance with R S 24 513

Yes ☒ No ☐

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R S 42 11 through 42 28

Yes ☒ No ☐

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements,

without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R S 39 1410 60-1410 65

Yes [X] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R S 14 138, and AG opinion 79-729

Yes [X] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations We have made available to you documentation relating to the foregoing laws and regulations

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report

_____ <i>Steve Bngay</i>	Secretary	_____ 2-27-13	Date
_____ <i>Dawn Carter</i>	Treasurer	_____ 2/27/13	Date
	President		